

Job Opportunity

Date: March 14, 2014

Position Title/Rate: **Law-Trained Bailiff - \$12.71/hr**

Department/Division: **Judge Bethany Hicks – Family Calendar**

Location: Southeast Facility
222E Javelina
Mesa, AZ 85210

Job Requirements: Minimum qualifications include graduation from an academically accredited or to be accredited school of law.

Judge Hicks seeks a full-time Law-Trained Bailiff to begin **immediately**. This recruitment is ongoing until the position is filled. All interested applicants should mail or fax their résumé immediately to:

Melanie Sahli
Judicial Assistant to Judge Hicks
Fax: (602) 506-2197
E-mail: sahlim@superiorcourt.maricopa.gov
Please include cover sheet:
ATTN: Melanie Sahli

JOB SUMMARY:

Under limited supervision, provides coordination of courtroom proceedings and performs a variety of legal and clerical duties related to the performance of a Superior Court Division.

PRIMARY DUTIES OF THE POSITION:

Assists Judge with legal research and drafting opinions. Orders or prepares files and daily calendar for the Court; assist Judicial Assistant with phone calls; prepares courtroom for daily proceedings; assists visitors, and pro pers with explanations, directions, and instructions; distributes the Calendar of Court proceedings as required; inputs to the integrated Court Information System (iCIS); may perform other tasks and duties as requested by the Judge or Judicial Assistant.

QUALIFICATIONS/EXPERIENCE/CERTIFICATION/LICENSURE REQUIRED:

Knowledge, Skills and Abilities: Requires considerable knowledge of legal research methods and techniques; considerable knowledge of court procedures and operations; and considerable knowledge of State laws, rules and regulations. Must have the ability to communicate effectively both verbally and in writing; the ability to interpret, analyze, and evaluate legal information and draw conclusions; and the ability to establish and maintain effective working relationships with others. Knowledge of court procedures and legal

terminology preferred. Must be energetic and work well with people. A positive attitude is a plus!